



## **Web Data Collector (WDC)**

### **User Guide – Manager Access**

For further assistance on the Web Data Collector contact the Timetabling Team at: [timetables@lse.ac.uk](mailto:timetables@lse.ac.uk) or on 020 7955 6333 (x6333)

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## 1. Introduction

To access the WDC, click on the following link: <http://lse.ac.uk/timetabling/datacollector> which takes you to the screen in Fig 1.1. Enter your username and password (which is case sensitive).

Web Data Collector

Username:

BLOGGSJ

Password:

.....

Login

Fig 1.1

You will be prompted to input your username and password (this is case sensitive). This will take you to the main WDC menu screen below (Fig 1.2).

Current User: [BLOGGSJ] JOE BLOGGS

## Main Menu

*If you have any queries regarding how to complete this form or the information within it, please contact the Timetabling Team at [timetables@lse.ac.uk](mailto:timetables@lse.ac.uk) or on 020 7955 6333. (x6333)*

Activities	View and Update Activities
Courses	View and Update Courses Details
Teacher	View and Update Teachers
POS	View Programmes of Study (optional)
Password	Alter your user password for the system

Log Off

Fig 1.2

## 1.1 Recommended order of work:

1. Review and Edit Courses
2. Review and Edit Teachers
3. Review and Edit Activities

Note: **POS** (Programs of Study) is included in the menu as an optional section for information, and is not required to be completed.

## 1.2 Navigating the Online Form

The form is split into a number of sub menus (see Fig 1.2) where you can edit specific data. These should be intuitive to follow and use drop down menus, selection buttons, and free text boxes. Clicking **Save** on any screen will record any change you have made within this screen and allow you to carry on editing the same screen.

Some guidance notes **in red** are included on each page to assist you in completing the form.

**Clicking Main Menu** will take you back to the main menu where all sub menus are listed.

### Status of Courses and Activities

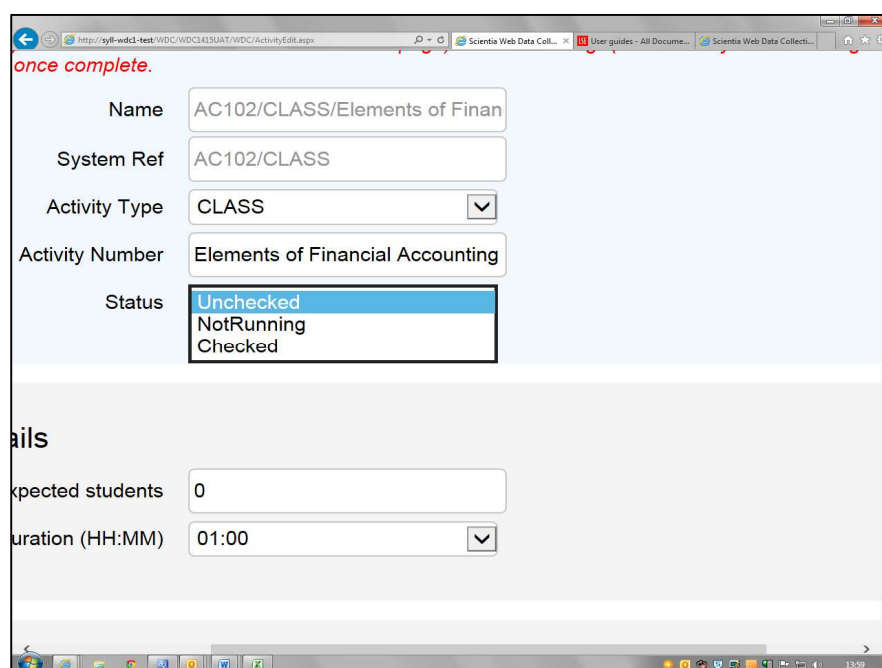


Fig 1.3

The **Status** tab (Fig 1.3) featured in the Courses and Activities pages within the form will provide the following options:

- i. **Unchecked:** this is the default status and means that the information hasn't been checked by the User\*.
- ii. **Checked:** the User has checked the information and made changes or left the information unchanged (as required).
- iii. **Not Running:** this course is not running the coming Academic Year.

Users must select either ii. or iii. once they have finished completing their forms.

\* User refers to the person making changes in this form.

## Status of Teachers

The screenshot shows a web browser window with the URL <http://syll-wdcl-test/WDC/WDCL415UAT/WDC/resource.aspx>. The page header features the LSE logo and the title 'Web Data Collector'. The main content area displays the current user as '[BLOGGSJ] JOE BLOGGS' and the section 'Edit Teacher Details'. Within this section, there are three input fields: 'Name' with the value 'BLOGGS, DR JANET', 'Teacher Code' with the value '123456', and 'Status' with a dropdown menu showing 'Unchecked', 'Has Left LSE', and 'Checked'. Below these fields is a grey box titled 'Teacher Details' with the text 'Select your preferred research day.' The browser's taskbar at the bottom shows various application icons and the time 13:57.

Fig 1.4

The **Status** tab (Fig 1.4) featured in the Teachers page within the form will provide the following options:

- i. **Unchecked:** this is the default status and means that the information hasn't been checked by the User.
- ii. **Checked:** the User has checked the information and made changes or left the information unchanged (as required).
- iii. **Has Left LSE:** this teacher has left the LSE.

Users must select either ii. or iii. once they have finished completing their forms.

## 2. Courses

The **Courses** tab allows you to modify delivery details for courses in your department. Clicking on the **Courses** tab from the main menu will take you to the **View Courses List** page (Fig 2.1).

Selecting your department from the drop down menu will result in a list of all the courses linked to your Department. From here you can confirm the **Status** of each course (see notes in 1.2 of this guide) and edit the delivery details.

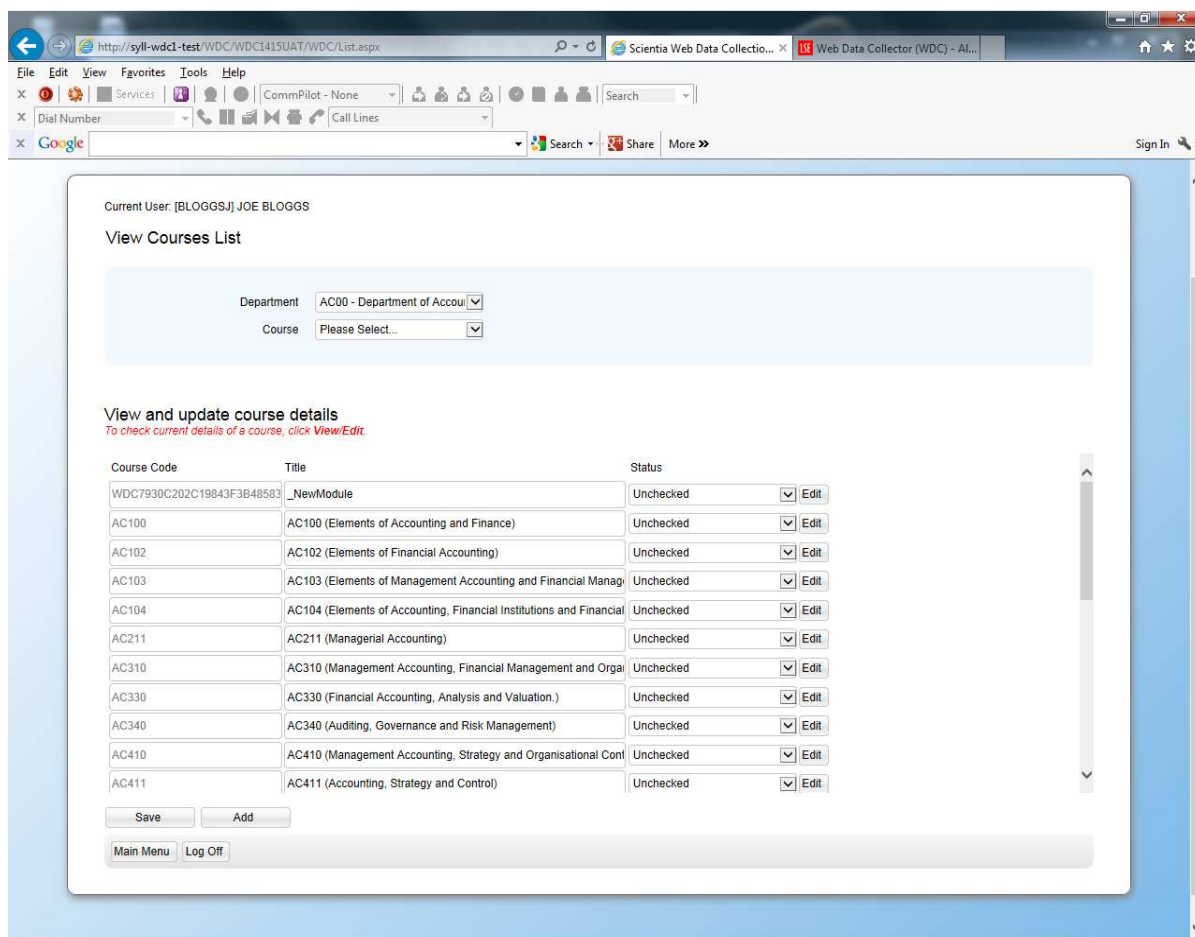


Fig 2.1

### 2.1 Updating an Existing Course

To edit the information for a particular course, click on the **Edit** option next to that course, which will enable you to view and update course details. This will take you to the **View and update Course Details** page (Fig 2.2).

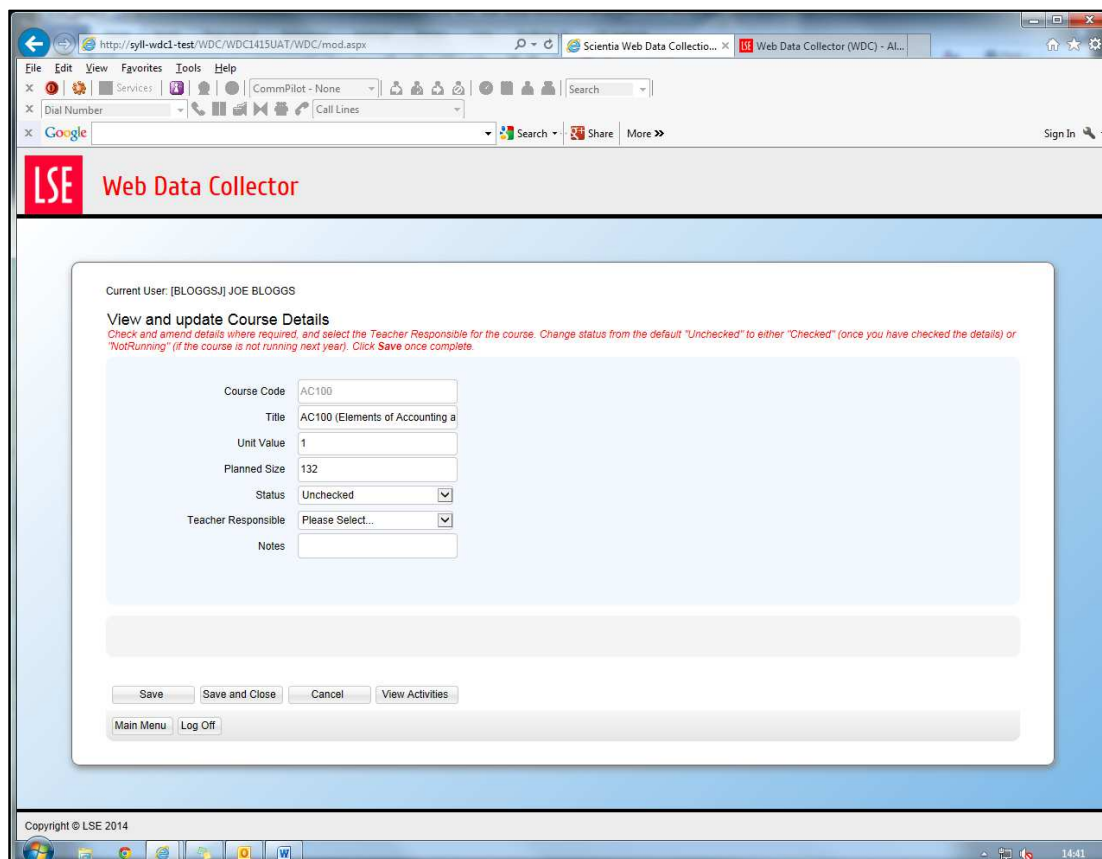


Fig 2.2

On this page, you can make changes to all fields except that of the **Course Code** which is not editable.

You should select the **Teacher Responsible** from the drop down list. If the name of the teacher is not listed, write the teacher's name in the notes. Use the following naming convention when writing the teacher's name:

**LASTNAME, TITLE FIRSTNAME/INITIAL(S) MIDDLENAME(S)/INITIAL(S)**

Examples:

- Jane Bloggs: **BLOGGS, JANE**
- J Bloggs: **BLOGGS, J**
- Dr J Bloggs: **BLOGGS, DR J**
- Dr Jane Bloggs: **BLOGGS, DR JANE**
- Dr Jane Louise Bloggs: **BLOGGS, DR JANE LOUISE**
- Dr Jane R Bloggs: **BLOGGS, DR JANE R**
- Dr Jane-Louise Bloggs: **BLOGGS, DR JANE-LOUISE**
- Dr Jane-Louise R Bloggs: **BLOGGS, DR JANE-LOUISE R**
- Dr Jane Bloggs-Smith: **BLOGGS-SMITH, DR JANE**
- Dr Jane-Louise Bloggs-Smith: **BLOGGS-SMITH, DR JANE-LOUISE**

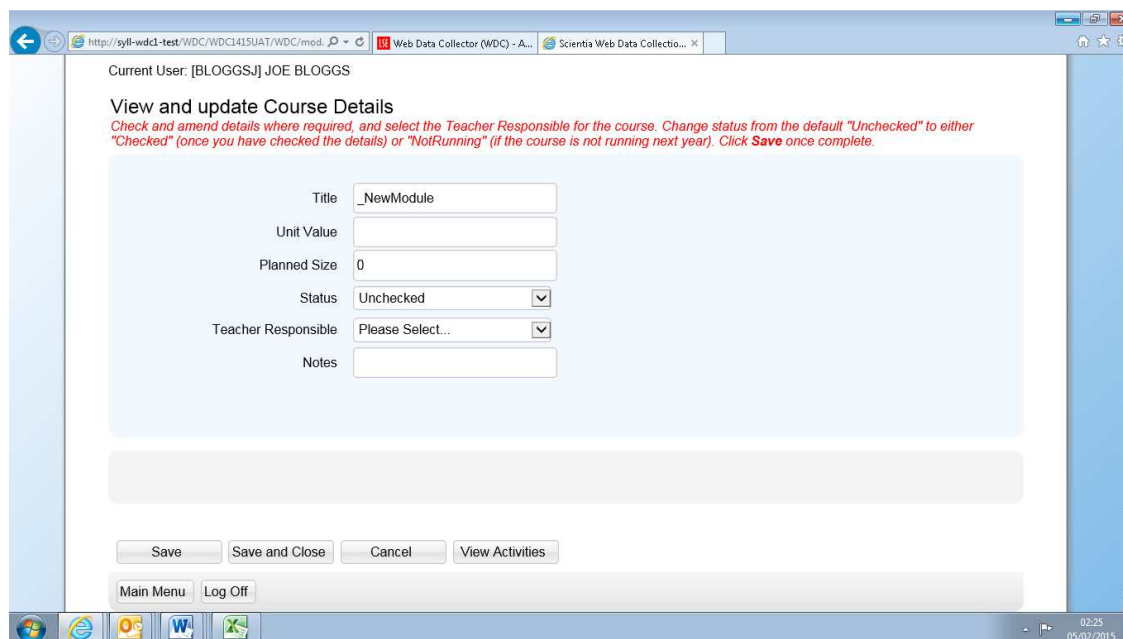
### Remember:

- a) If you have made any changes, please remember to click **Save** (to stay on this page) or **Save and Close** (to save and return to the **View Courses List** page).
- b) Once you have finished checking the details of this course, update the **Status** to **Checked** or **Not Running** (see section 1.2 of this document for further details).

## 2.2 Adding a New Course

The **Courses** tab allows you to add the details of new courses in your Departments. Clicking on the **Courses** tab from the main menu will take you to the **View Courses List** page (Fig 2.1).

To add a new course, click the **Add** button at the bottom of the page which will take you to the **View and update Course Details** screen (Fig 2.3).



The screenshot shows a web browser window with the URL <http://syll-wdcl-test/WDC/WDCI415UAT/WDC/mod...>. The current user is identified as [BLOGGSJ] JOE BLOGGS. The page title is "View and update Course Details". A red instruction line reads: "Check and amend details where required, and select the Teacher Responsible for the course. Change status from the default 'Unchecked' to either 'Checked' (once you have checked the details) or 'NotRunning' (if the course is not running next year). Click **Save** once complete." The form contains the following fields: "Title" (text box with "\_NewModule"), "Unit Value" (text box), "Planned Size" (text box with "0"), "Status" (dropdown menu with "Unchecked" selected), "Teacher Responsible" (dropdown menu with "Please Select..." selected), and "Notes" (text box). At the bottom of the form are four buttons: "Save", "Save and Close", "Cancel", and "View Activities". Below these buttons are two more buttons: "Main Menu" and "Log Off". The Windows taskbar at the bottom shows the date and time as 02:25 05/02/2015.

Fig 2.3

You will need to add the Title (name) of the new course, keeping it as accurate as possible to the expected course title that has or will be agreed by the Committee.

Complete the other details as required in the form. You may wish to include further details about the course in the Notes field.

### Remember:

- If you have made any changes, please remember to click **Save** (to stay on this page) or **Save and Close** (to save and return to the **View Courses List** page).
- Once you have finished checking the details of this course, update the **Status** to Checked or Not Running (see section 1.2 of this document for further details).



### 3. Teachers

The Teacher tab allows you to edit the details of teachers in your Departments. Clicking on the **Teachers** tab from the main menu will take you to the **View Teacher List** page (Fig 3.1).

The list you see will be limited to the teachers linked to your Department. From here you should confirm the **Status** of each teacher as Teaching (default setting), Not Teaching, or Has Left LSE (see notes in 1.2 of this document).

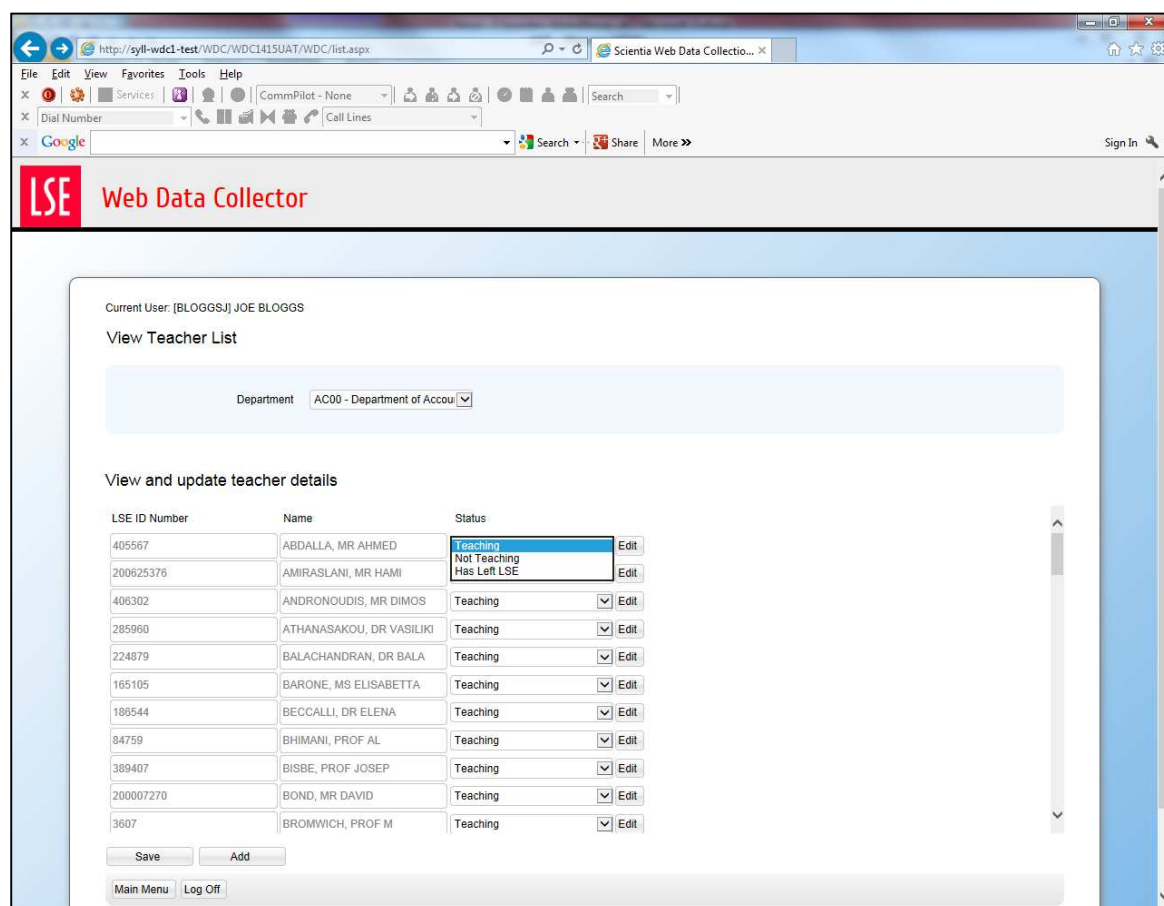


Fig 3.1

#### 3.1 Updating an Existing Teacher

To edit the information for a particular teacher, click on the **Edit** option next to that teacher, which will take you to the screen in Fig 3.2. Note: the Teacher Code refers to the LSE's staff number associated with that teacher.

#### Teacher Details

Select a Preferred Research Day (if desired) and enter an email address if available.

#### Teaching Constraints

The teaching week patterns field under Teaching Constraints is not an editable field.

As instructed in the form, highlight any teaching constraints. The form is defaulted to a green grid so you need to click on the red paint box under the table and then click on any times that the teacher is unavailable. If you wish to "undo" any red selections, click on the green paint box under the table and highlight any times that the teacher is available.

There is also a Notes field if you wish to add any further information about the teacher's teaching constraints.

Fig 3.2

### Share with Departments

Under the section **Share with Departments**, you will note that the teacher's course Department is listed in the box called *"Departments Teacher is not currently shared with"*. This Department is the teacher's default Department (due to their association with their course) so they don't need to be shared with that Department. It is not to be interpreted as *"Departments Teacher is not currently associated with"*.

### Remember:

- If you have made any changes, please remember to click **Save** (to stay on this page) or **Save and Close** (to save and return to the **View Teacher List** page (Fig 3.1)).
- Once you have finished checking the details of this teacher, update the **Status** to **Checked** or **Has Left LSE** (see section 1.2 of this document for further details).

### 3.2 Adding a New Teacher

The Teacher tab allows you to add the details of new teachers in your Departments. Clicking on the **Teachers** tab from the main menu will take you to the **View Teacher List** page (Fig 3.1).

To add a new teacher, click the **Add** button at the bottom of the page which will take you to the **Edit Teacher Details** screen (Fig 3.2).

## Edit Teacher Details

In the section as shown in Fig 3.3 you will need to add the name of the new teacher and provide their LSE staff number (if available).

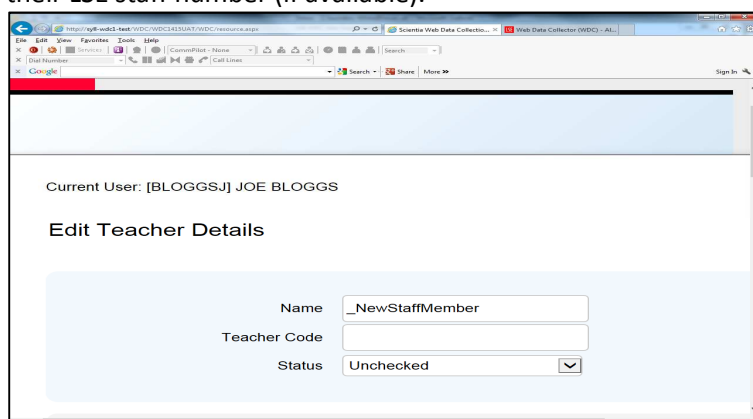


Fig 3.3

Use the following naming convention when writing the teacher's name:

**LASTNAME, TITLE FIRSTNAME/INITIAL(S) MIDDLENAME(S)/INITIAL(S)**

Examples:

- Jane Bloggs: **BLOGGS, JANE**
- J Bloggs: **BLOGGS, J**
- Dr J Bloggs: **BLOGGS, DR J**
- Dr Jane Bloggs: **BLOGGS, DR JANE**
- Dr Jane Louise Bloggs: **BLOGGS, DR JANE LOUISE**
- Dr Jane R Bloggs: **BLOGGS, DR JANE R**
- Dr Jane-Louise Bloggs: **BLOGGS, DR JANE-LOUISE**
- Dr Jane-Louise R Bloggs: **BLOGGS, DR JANE-LOUISE R**
- Dr Jane Bloggs-Smith: **BLOGGS-SMITH, DR JANE**
- Dr Jane-Louise Bloggs-Smith: **BLOGGS-SMITH, DR JANE-LOUISE**

## Teacher Details

Select a Preferred Research Day (if desired) and enter an email address if available.

## Teaching Constraints

The teaching week patterns field under Teaching Constraints is not an editable field.

As instructed in the form, highlight any teaching constraints. The form is defaulted to a green grid so you need to click on the red paint box under the table and then click on any times that the teacher is unavailable. If you wish to “undo” any red selections, click on the green paint box under the table and highlight any times that the teacher is available.

There is also a Notes field if you wish to add any further information about the teacher's teaching constraints.

## Remember:

- Once you have made any changes, please remember to click **Save** (to stay on this page) or **Save and Close** (to save and return to the **View Teacher List** page (Fig 3.1)).
- Once you have finished adding the details of this new teacher, update the **Status** to Checked or Has Left LSE (see section 1.2 of this document for further details).

## 4. Activities

The **Activities** tab allows you to modify delivery details for activities in your Department. Clicking on the **Activities** tab from the main menu will take you to the **List Activities** page (Fig 4.1).

Selecting your Department from the drop down menu, and then selecting the Course you require will result in a list of all of the activities linked to that course. Note: if you only want to see a list of one type of activity (e.g. lectures), then select one of the option types in the Activity Type drop down menu.

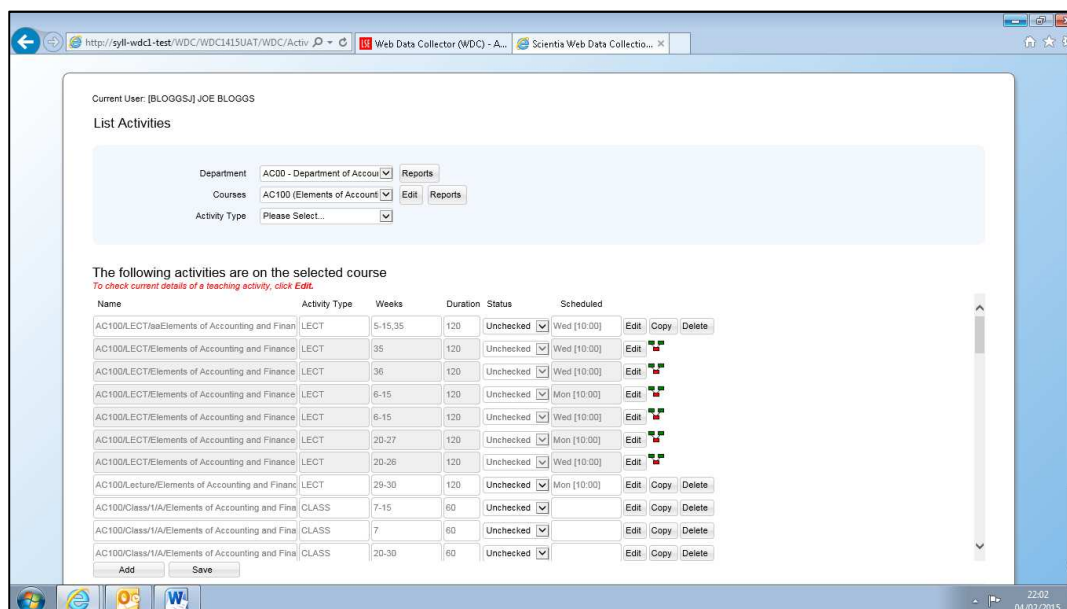


Fig 4.1

### 4.1 Editing an Existing Activity

To edit the information for a particular activity, click on the **Edit** option next to that activity, which will enable you to view and update activity details. This will take you to the **Edit Activity Details** page (Fig 4.2).

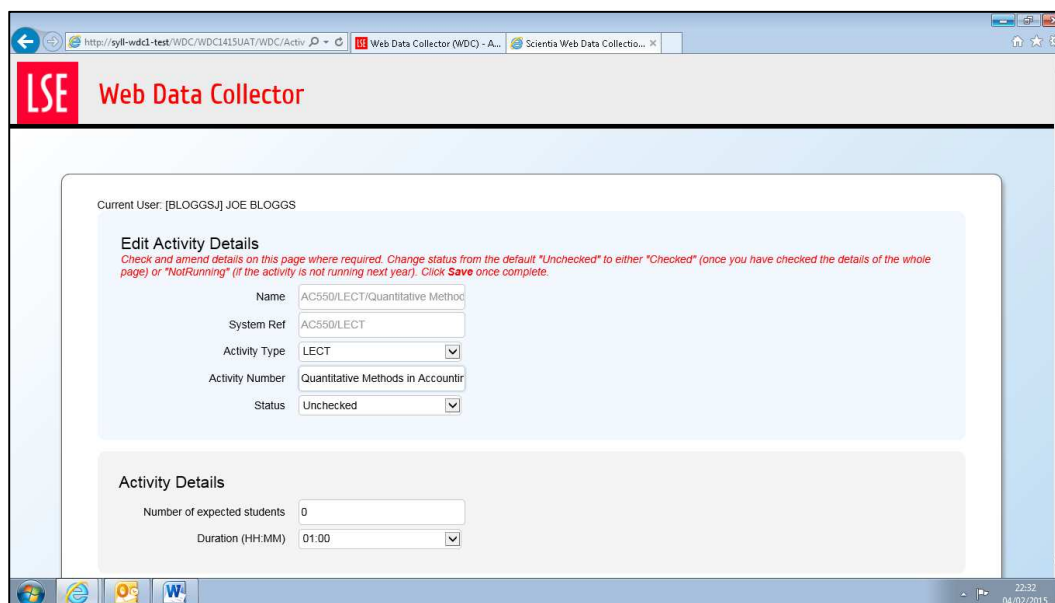


Fig 4.2

## Edit Activity Details

On this screen, you can make changes to all fields except that of the **Name** and **System Ref** which are not editable.

## Activity Details & Set the requested day and time of the activity

Update the expected number of students and the duration of the activity (under **Activity Details**), and select the week day and start time that you would like the activity to take place (under **Set the requested day and time of the activity**).

## Edit the week pattern of the activity

Select an option from the Select Teaching Weeks drop down menu (e.g. MT 1-11 with R in Fig 4.3) under the **Edit the week pattern of the activity** section on this page. Once an option is selected, the Weeks boxes will automatically populate with the relevant weeks. You can remove or add other weeks to this if required. If you hold your cursor over the Weeks boxes it will give you the date of the Monday of that week.

The Web Data Collector can only refer to weeks as 1-52, and not broken down by term. The following table may assist you to complete the form:

2015-16	Michaelmas Term											Lent Term											Summer Term						
WDC Weeks	5	6	7	8	9	10	11	12	13	14	15	20	21	22	23	24	25	26	27	28	29	30	35	36	37	38	39	40	41
LSE Term Weeks	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7

Start Time: 09:00

Notes:

**Edit the week pattern of the activity**

Select the required teaching week whereby MT = Michaelmas, LT = Lent, ST = Summer Term, and ones with "R" indicates the selection includes a reading week. If you hold your cursor over the Weeks boxes it will give you the date of the Monday of that week. By selecting the Teaching Week pattern from the drop down menu (e.g. MT 2-11), the week boxes will be pre-populated for you and then you can untick / tick to customise.

Select teaching weeks: MT 1-11 with R

Week Pattern Description: 5-9;11-15

Weeks (Hover For Info):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teacher:

All Teachers Available: Selected Teachers:

Fig 4.3

## Teacher

Under the **Teacher** section (Fig 4.4), you should see the current teacher on that activity already populated in the Selected Teachers box. Remove and add teachers as required for the activity for the next academic year.

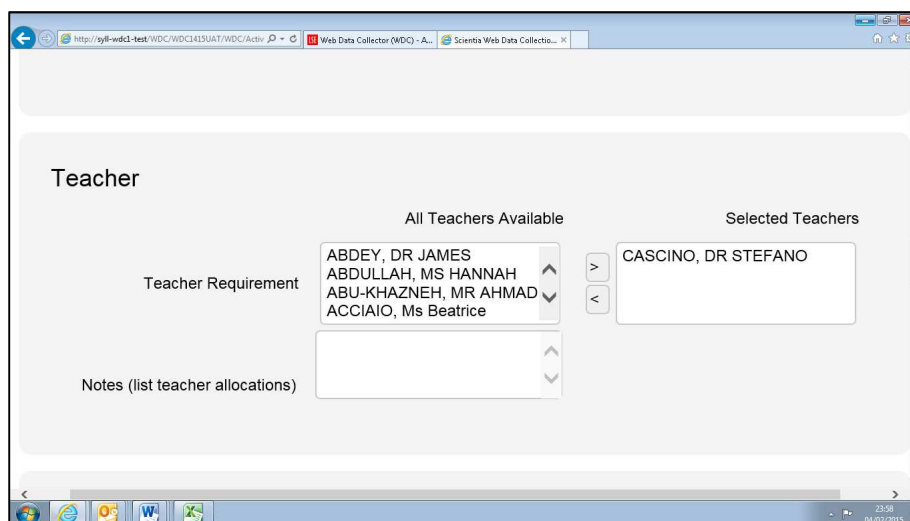


Fig 4.4

If the teacher assigned to the activity is not listed, enter their details in the notes field using the naming convention below and ensure that you add the new teacher in the Teacher form which you navigate to from the main menu (see section 3.2 of this document for guidance on how to do this).

Use the following naming convention when writing the teacher's name in the Notes box:

**LASTNAME, TITLE FIRSTNAME/INITIAL(S) MIDDLENAME(S)/INITIAL(S)**

Examples:

- Jane Bloggs: **BLOGGS, JANE**
- J Bloggs: **BLOGGS, J**
- Dr J Bloggs: **BLOGGS, DR J**
- Dr Jane Bloggs: **BLOGGS, DR JANE**
- Dr Jane Louise Bloggs: **BLOGGS, DR JANE LOUISE**
- Dr Jane R Bloggs: **BLOGGS, DR JANE R**
- Dr Jane-Louise Bloggs: **BLOGGS, DR JANE-LOUISE**
- Dr Jane-Louise R Bloggs: **BLOGGS, DR JANE-LOUISE R**
- Dr Jane Bloggs-Smith: **BLOGGS-SMITH, DR JANE**
- Dr Jane-Louise Bloggs-Smith: **BLOGGS-SMITH, DR JANE-LOUISE**

## Location

The Timetabling Team collects information about the course activities for the next academic year and allocate rooms according to best fit. In the **Location** section (Fig 4.5), you should select your room suitabilities including the room layout (of which you can select one) and the equipment types (of which you can select two). To select or un-select, click on the left and right arrows as appropriate.

Note: visualisers and data projectors are not included in the list of options as they are standard equipment and so faculty will not need to specifically request these. If you require something different or additional to the room suitabilities in the list of available options, provide details in the notes field.

The system default for lecture capture is *Required* so ensure that you remove this from the room suitabilities if you do not want lecture capture for this activity.

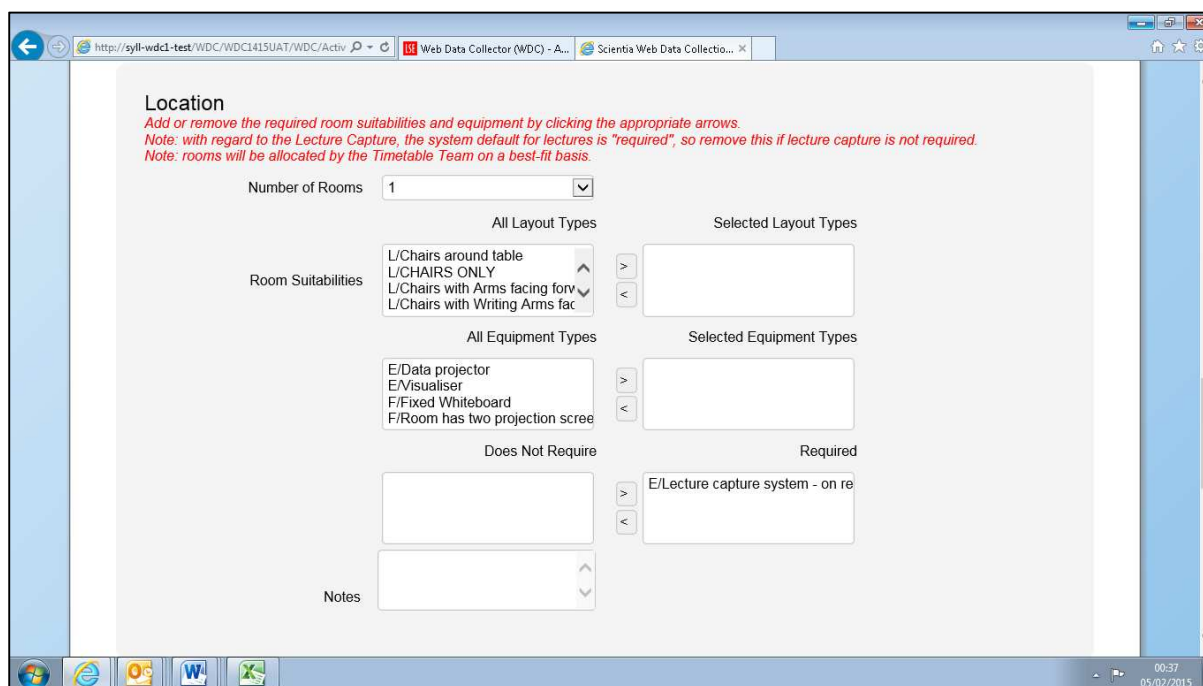


Fig 4.5

### Create or update Jointly Taught Activity (JTA) Relationships for this activity

If the activity is a jointly taught one, details of the parent activity are included on this page for the activity. In this section (Fig 4.6) you can split or edit the JTA. For further advice on JTAs, contact the Timetabling Team at [timetables@lse.ac.uk](mailto:timetables@lse.ac.uk) or on 020 7955 6333 (x6333).

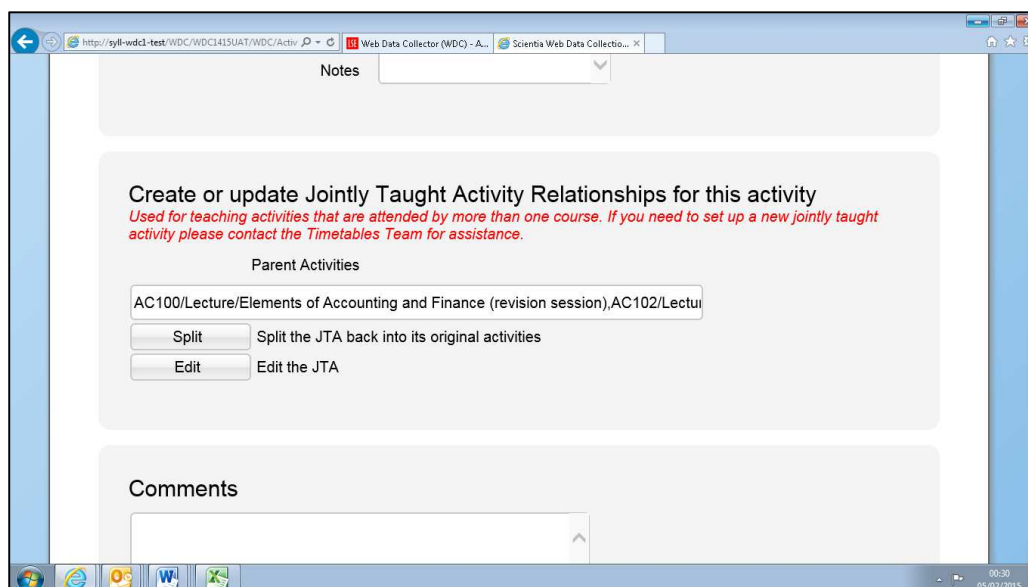


Fig 4.6

There is a comments box if you want to add further information or requests for this activity.

### Remember:

- If you have made any changes, please remember to click **Save** (to stay on this page) or **Save and Close** (to save and return to the **List Activities** page).
- Once you have finished checking the details of this activity, update the **Status** to Checked or Not Running (see section 1.2 of this document for further details).



## 4.2 Adding a New Activity

The **Activities** tab allows you to add the details of new activities against courses in your Departments. Clicking on the **Activities** tab from the main menu will take you to the **List Activities** page (Fig 4.1).

Activities can only be added to existing courses, so you must select a course in the drop down menu on the **List Activities** page before you can proceed. If you are adding activities to a new course, you must first add the new course to the Web Data Collector before proceeding with adding activities (see section 2.2 on Adding a New Course).

To add a new activity, click the **Add** button at the bottom of the page which will take you to the **Edit Activity Details** page (Fig 4.7).

Current User: [BLOGGSJ] JOE BLOGGS

**Edit Activity Details**  
*Check and amend details on this page where required. Change status from the default "Unchecked" to either "Checked" (once you have checked the details of the whole page) or "NotRunning" (if the activity is not running next year). Click **Save** once complete.*

Name: AC550/LECT/Quantitative Method  
System Ref: AC550/LECT  
Activity Type: LECT  
Activity Number: Quantitative Methods in Accountir  
Status: Unchecked

Activity Details  
Number of expected students: 0

Fig 4.7

### Edit Activity Details

Do not amend the prepopulated information in the Name and System Ref boxes. You will need to select the Activity Type (e.g. SEMINAR), and enter an Activity Number which is the name of the activity (e.g. Quantitative Methods in Accounting and Finance). Once you have entered these details, the system will create the Name and System Ref.

### Activity Details & Set the requested day and time of the activity

Enter the expected number of students and the duration of the activity (under **Activity Details**), and select the week day and start time that you would like the activity to take place (under **Set the requested day and time of the activity**).

### Edit the week pattern of the activity

Select an option from the Select Teaching Weeks drop down menu (e.g. MT 1-11 with R in Fig 4.8) under the **Edit the week pattern of the activity** section on this page. Once an option is selected, the Weeks boxes will automatically populate with the relevant weeks. You can remove or add other weeks to this if required. If you hold your cursor over the Weeks boxes it will give you the date of the Monday of that week.



The Web Data Collector can only refer to weeks as 1-52, and not broken down by term. The following table may assist you to complete the form:

2015-16	Michaelmas Term											Lent Term											Summer Term						
WDC Weeks	5	6	7	8	9	10	11	12	13	14	15	20	21	22	23	24	25	26	27	28	29	30	35	36	37	38	39	40	41
LSE Term Weeks	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7

Fig 4.8

## Teacher

Under the **Teacher** section (Fig 4.9), you should select the teacher(s) as required for the activity for the next academic year.

Fig 4.9

If the teacher(s) being assigned to the activity is not listed, you must first add the new teacher to the Web Data (see section 3.2 on Adding a New Teacher).

## Location

The Timetabling Team collects information about the course activities for the next academic year and allocate rooms according to best fit. In the **Location** section (Fig 4.10), you should select your room suitabilities including the room layout (of which you can select one) and the equipment types (of which you can select two). To select or un-select, click on the left and right arrows as appropriate.

Note: visualisers and data projectors are not included in the list of options as they are standard equipment and so faculty will not need to specifically request these. If you require something different or additional to the room suitabilities in the list of available options, provide details in the notes field.

Lecture capture – for lectures this should be set to required (unless you do not want your lectures to be recorded).

Fig 4.10

## Create or update Jointly Taught Activity (JTA) Relationships for this activity

If the activity is to be a jointly taught one contact the Timetabling Team at [timetables@lse.ac.uk](mailto:timetables@lse.ac.uk) or on 020 7955 6333 (x6333) for further assistance.

There is a comments box if you want to add further information or requests for this activity.

### Remember:

- c) If you have made any changes, please remember to click **Save** (to stay on this page) or **Save and Close** (to save and return to the **List Activities** page).
- d) Once you have finished checking the details of this activity, update the **Status** to Checked or Not Running (see section 1.2 of this document for further details).

## End of Document